

GRAPHICS DESIGN COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Graphics Design Coordinator exists is to be involved in all aspects of image campaigns including concept, graphic design and logos used to represent the City and its program or services in the Communications and Public Affairs Department. This classification is not supervisory. Work is performed under general supervision by the Public Affairs Manager.

ESSENTIAL FUNCTIONS

Designs artwork for projects which includes logos, brochures, books, reports, posters, invitations and stationary.

Produces video images and web pages.

Creates concepts and initial ideas for advertising campaigns, marketing strategies, video programs, all employee forum programs and volunteer programs.

Participate as a team member to coordinate the employee awards program, all employee forums, Mayor and Council special events, and neighborhood open houses.

Outlines priorities and develops methods and procedures to complete projects under general direction from a division manager with the employee exercising professional independence and judgment.

Communicates ideas effectively through oral, visual and written communication.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Desktop publishing and computer-aided design hardware and software.

The principles, practices and procedures used in public affairs and communications.

Ability to:

Operate a variety of standard office equipment, including a personal computer and a variety of computer software that requires continuous and repetitive eye and arm or hand movements for extended periods of time.

Sit approximately 80%, walk approximately 15%, and stand approximately 5% of the average workday.

Discern the full range of the color spectrum.

Bend, stoop, lift, carry, and place various materials to prepare visual display.

Establish and maintain effective working relationships with co-workers, other City staff at all levels and the general public.

Demonstrate excellent oral and written communication skills.

Personify and promote shared responsibility, teamwork and continuous improvement.

Education & Experience

Any combination of education and experience equivalent to a bachelor degree in art or a related field and 3 years of experience designing and producing quality graphic design.

FLSA Status: Exempt

HR Ordinance Status: Unclassified

